

Community Preservation Committee

Meeting Minutes

August 30, 2017

7:30pm

Second Floor Conference Room, Town Hall Annex

In attendance were: Clarissa Rowe
Eric Helmuth
Andrew Bengtson
Charles Tirone
Leslie Mayer
Eugene Benson
JoAnn Robinson
Richard Murray

Not in attendance: David Levy

Also in attendance: Jim Feeney, Assistant Town Manager
Amy Fidalgo, Management Analyst

Clarissa Rowe called the meeting to order at 7:30pm. She told the Committee that David Levy has resigned from the Committee.

1. **Election of new committee chair:** Clarissa Rowe said that she will be stepping down as Chair and asked for nominations for the new Chair. Richard Murray moved to nominate Eric Helmuth as Chair. Eric Helmuth accepted the nomination. Leslie Mayer seconded. All voted in favor. Clarissa Rowe asked for nominations for Vice Chair. Richard Murray moved to nominate Andrew Bengtson as Vice Chair. Andrew Bengtson accepted the nomination. Leslie Mayer seconded. All voted in favor.

Eric Helmuth thanked Clarissa for her work as Chair over the past two years. The Committee welcomed new Redevelopment Board appointee Eugene Benson.

2. **Approval of Minutes:** The minutes of March 23, 2018 were reviewed. Clarissa Rowe moved to approve the minutes of March 23, 2017. Andrew Bengtson seconded. Richard Murray, Leslie Mayer, and Eugene Benson abstained.
3. **Review of CPA funds balances and anticipated FY2019 revenues:** Amy Fidalgo provided a breakdown of projected FY19 surcharge and state match revenue, as well as the current balance of the administrative and reserve funds from FY17.

Jim Feeney pointed out that the large number of studies funded at Town Meeting this year will help the Committee determine timelines for larger, upcoming projects in future years.

4. **FY2019 CPA project application process and public information meeting:** Eric Helmuth said there is a published document on the Town website regarding the application process for the upcoming year. There have been no applications submitted yet; the preliminary application due date is September 29, 2017.

The Committee discussed the need for a public information meeting this fall. The Committee decided that holding one meeting in September with devoted time for applicants to come in with questions regarding their projects, or CPA in general, would be valuable.

5. **FY18 Administrative expenses:** Amy Fidalgo summarized the known administrative expenses for the upcoming fiscal year, which includes Community Preservation Coalition dues (\$4,350) and salary offsets for Jim Feeney and Amy Fidalgo (34,468). Eric Helmuth said that he would like the Committee to authorize future administrative expenses as they arise during the year. The Committee agreed to this process moving forward.

Richard Murray moved to approve payment of the Community Preservation Coalition dues. JoAnn Robinson seconded. Clarissa Rowe abstained. All others voted in favor. Clarissa Rowe moved to approve the salary offsets for Jim Feeney and Amy Fidalgo. Andrew Bengtson seconded. All voted in favor.

6. **Update on status of current CPA projects:** Jim Feeney provided an updated on the FY17 and FY18 projects.

FY17 projects: Kimball Farmer House and Spy Pond Phase 1 have been completed. The windows at Drake Village should be installed before the end of the calendar year. The Old Schwamb Mill Barn roof has been completed. The engineering/architectural evaluation at the Jason Russell House has been completed. Jim Feeney added that he was provided a bound copy of the conditions assessment report and were invoiced for this portion of the project funds. Work at Robbins Farm Park is progressing on schedule. The Whittemore Robbins Carriage House has been at substantial completion for some time now.

FY18 projects: 20 Westminster is well underway; asbestos remediation and oil tank removal work has already been completed and invoiced. A grant agreement is being worked on for Downing Square. Jim Feeney said that Spy Pond Phase II has completed the process of engaging consultant, Hatch Chester. Also, the Conservation Commission has secured approximately 42k in funding from the Land and Water Conservation Fund to support some of the path work during construction phase. The project oversight team has met twice for OBG/ Mt. Pleasant Cemetery and the RFP closes on September 19th. The Town has engaged KZLA, Kyle Zick Landscape Architecture to serve as historical landscape preservation consultant and Weston and Sampson to serve as design engineer for the work on the Reflecting Pool. The Reservoir Master Plan process is underway; there have been 2 meetings of the project team so far. Jim Feeney is working with MyRWA and the Planning Department on a grant agreement for the Mill Brook Linear Park Pilot. The Historical and Cultural Resources Working Group will review the responses to the RFP for the Historic Resources Inventory. Jenny Raitt is still developing a new planning process for the Whittemore Park Revitalization Project.

7. **Jason Russell House request for additional FY18 funds:** Clarissa Rowe stated that the Arlington Historical Society has requested additional CPA funds in order to complete the full scope of work desired at the Jason Russell House. The Committee agreed that representatives from the Jason Russell House should submit a special funding application to the CPAC, and attend an upcoming CPAC meeting and present the full scope of work, along with a justification for these funds to be disbursed outside of the regular funding cycle.

Eric Helmuth outlined the special application process and added that the Committee needs to understand what AHS's timeline is for their project, and explain why this is not included as a regular funding application for FY19. The Committee discussed that this is an important historical resource in Arlington, but commented that the project needs to be managed well especially considering this is not being managed through a Town committee.

8. **Upcoming Meeting Schedule:** Amy Fidalgo will schedule one meeting in September which will include a Public Information Session, and will ask the Jason Russell House to present their funding request to the Committee. The Committee will schedule one or two meetings in October for review of the preliminary applications.
9. **Other business:** Clarissa Rowe moved to adjourn at 9:00pm. Richard Murray seconded. All voted in favor.